

## NOTICE ON SUBCONTRACTOR CERTIFICATION

Chapter 193 of the Acts of 2004 requires that effective January 1, 2005, contractors wishing to bid on sub-trade work, valued over \$20,000 and bid pursuant to M.G.L. Chapter 149 (public building projects greater than \$100,000 in value), will need to possess a Certificate of Eligibility from the Division of Capital Asset Management (“DCAM”).

DCAM will not be able to certify subcontractors wishing to bid on sub-trade work by January 1, 2005. Instead, DCAM has implemented a subcontractor certification program for certifying subcontractors during the calendar year 2005. Our intention is to certify contractors by trade in accordance with the schedule below. Please refer to the schedule to determine the calendar quarter in which your firm must apply. All contractors wishing to become certified for sub-trade work will be required to file the Application for Subcontractor Certification at the time designated in the schedule. Selection of the time frame for certifying firms in each category of work was randomly chosen. The Contractor Certification Office will be accepting the Subcontractor Application for Certificate of Eligibility starting on December 1, 2004 for all trades being certified during the first quarter of 2005. If you are applying for more than one category of work and the categories fall in different quarters, please submit your application for all categories in the earliest applicable quarter. Please do not submit your Application to DCAM more than 4 weeks prior to the quarterly date provided in the schedule. Any applications submitted more than 4 weeks prior to the appropriate submission date will be returned without DCAM action and your firm will be required to re-submit the application at the time designated for certification of your trade.

Please note that if your firm is currently certified as a Prime Contractor in any of the following Categories of Work, *Electrical, Elevators, HVAC, Masonry, Painting, Plumbing, Roofing, Waterproofing*, then your firm does not need to submit a separate Application for Subcontractor Certificate of Eligibility. Your firm will automatically receive a Certificate by mail.

DCAM expects to have all subcontractors certified by **December 31, 2005**. **Awarding Authorities are instructed not to take into consideration the certification status of any subcontractor in making its award prior to this date. After this date, Awarding Authorities must require submission of the Sub-Bidder Certificate of Eligibility from all filed sub-bidders who are bidding on sub-trade work valued over \$20,000 on Chapter 149 projects.** Updates will be posted regularly on our web site at [www.mass.gov/cam](http://www.mass.gov/cam) and on the Central Register. Please be sure to check these sources on a weekly basis throughout this process.

*1st Quarter (January, February, March 2005): Please Submit Application by December 1, 2004*

- *HVAC*
- *Plumbing*
- *Misc. Metals/Ornamental Irons*

*2<sup>nd</sup> Quarter (April, May, June 2005): Please Submit Application by March 1st*

- *Elevators*
- *Electrical*
- *Lathing & Plastering*
- *Painting*

*3<sup>rd</sup> Quarter (July, August, September 2005): Please Submit Application by June 1st*

- *Masonry*
- *Waterproofing, Damping, & Caulking*
- *Metal Windows*
- *Glass & Glazing*
- *Roofing & Flashing*

*4<sup>th</sup> Quarter (October, November, December 2005): Please submit Application by September 1st*

- *Resilient Flooring*
- *Tile*
- *Terrazo*
- *Marble*
- *Acoustical Tile*
- *Fire Protection\**

*\* Fire Protection firms are not required to become certified to bid on sub-trade work for Chapter 149 projects unless the Awarding Authority designates this trade as a filed sub-bid category of work. However, DCAM is making certification available to Fire Protection firms at this time in consideration of Awarding Authorities' frequent procurement of this trade on a filed sub-bid basis.*